

COMMUNITY CARE LICENSING DIVISION

*"Promoting Healthy, Safe and
Supportive Community Care"*

TECHNICAL SUPPORT PROGRAM

Self-Assessment Guide RESIDENTIAL CARE FACILITY FOR THE ELDERLY STAFF RECORDS



CDSS

CALIFORNIA
DEPARTMENT OF
SOCIAL SERVICES

TECHNICAL SUPPORT PROGRAM

RESIDENTIAL CARE FOR THE ELDERLY STAFF RECORD

This tool is designed to assist facility operators to perform periodic self-assessments of their staff records. It includes the most commonly required staff records. It is not an exhaustive list of all staff records and ***cannot be used as a substitute for having a good working knowledge of all records required by regulation.***

R = Reviewed

U = Updated

N/A = Not Applicable

Staff Name: _____

Review Date								Expires/ Update Due
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Personnel Record LIC 501								
Health Screening LIC 503								
TB Test Results LIC 503								
Criminal Record Statement LIC 508								
First Aid Card								
Verification of Education/Experienc e								
Fingerprint Clearance								
Driver's License/ DMV Printout								
Documentation of Training								
Statement Acknowledging Req. to Report Suspected Physical Abuse of a Dependent Adult or Elder * SOC 341A								

* This is not required by licensing regulations, however, licensees serving elderly and dependent adults are required to have a signed copy of this form on file for all staff.

Personnel Record:

Due Date: Prior to employment.
Updates Due: None.

Health Screening and TB Test:

Due Date: Within 7 days of employment.
Updates Due: When there is a change in employee health that affects his/her ability to perform duties.

Criminal Record Statement:

Due Date: Prior to employment.
Updates Due: Upon any conviction after employment.

First Aid Card:

Due Date: Prior to employment.
Updates Due: Expiration date on card.

Verification of Experience/Education:

Due Date: Prior to employment.
Updates Due: None.

Fingerprint Clearance:

Due Date: Within 20 days of employment.
Updates Due: None.

Driver's License or DMV Printout:

Due Date: Prior to transporting clients.
Updates Due: When license expires.

Documentation of Training:

Due Date: Upon completion of training.
Updates Due: Whenever new training is received.

Statement Acknowledging Requirement to Report Suspected Physical Abuse of a Dependent Adult or Elder:

Due Date: At time of employment.
Updates Due: None.